



**North Carolina Department of Health and Human Services  
OFFICE OF ECONOMIC OPPORTUNITY**

Michael F. Easley, Governor  
Dempsey Benton, Secretary

Zack Hamlett, Director

July 8, 2008

Dear Grantee:

As a result of progress in creating an electronic FY 2007-2008 Annual Performance Report, the July 21, 2008 reporting date has been extended to July 31, 2008.

Initial correspondence regarding the FY 2007-2008 Annual Performance Report was mailed to your agency on June 26, 2008. This correspondence instructed grantees to submit hard copies of the report to our office by July 21, 2008. However, our office has worked with the Carolina Homeless Information Network (CHIN) to automate reporting requirements for the Emergency Shelter Grants Program (ESGP).

The partnership with CHIN allows our office to more efficiently capture client data. As a condition of funding implemented by the U.S. Department of Housing and Urban Development (HUD) all FY 2008-2009 grantees, with the exception of domestic violence shelters, must participate in a Homeless Management Information System (HMIS). Grantees using CHIN are required to input client data each month of FY 2008-2009. This office will receive monthly reports from CHIN to review your participation and aggregate information on clients served.

We are pleased to advise that CHIN has recently completed the process to generate electronically the Fiscal Year 2007 (FY 2007) Annual Performance Report. All FY 2007-2008 grantees should use the on-line reporting tool located at <http://www.nchomeless.org/2007esgpform.html>.

This site allows grantees that contract with CHIN and other grantees to submit the FY 2007-2008 Annual Performance Report electronically. This form has categories that will allow you to report on persons who have been captured in HMIS, persons who have opted-out of the HMIS, persons who are victims of domestic violence and cannot be included in the HMIS, and persons who can be entered in the HMIS but at this time have not been entered into your system.

When using this on-line reporting form, do not include an individual or family in more than one category. Children should be entered in the same category as their parents. The terms listed below are provided for clarification.

**Mailing Address:**

2013 Mail Service Center  
Raleigh, NC 27699-2013

Telephone (919) 715-5850

Fax (919) 715-5855

An Equal Opportunity/Affirmative Action Employer

**Location:**

222 North Person Street  
Raleigh, North Carolina

### **HMIS**

Enter the data captured in your HMIS system. If you are a member of CHIN (the Carolina Homeless Information Network), you will receive a copy of the FY 2007-2008 ESG Annual Performance Report with the answers to these questions. Copy this information into the HMIS column on this form.

### **Opt-outs**

From time to time, you may have someone who decides he/she does not want their information included in the system. For these individuals or families, you should still track your service to them, but do so in a separate system that your agency has designed. These hard copy records should be available for ESG staff at site reviews. Tally the information on these individuals and families and enter it in the Opt-outs column.

### **DV**

Information on Victims of Domestic Violence cannot be entered into the HMIS. Keep track of information on these clients in a separate system. These records must also be available for ESG staff at site reviews. Tally the information on these individuals and families and enter it in the DV column.

### **Other**

Individuals and families served by your agency but not yet entered into your HMIS should be placed into the Other column. **Do not count persons who can be included in the Opt-out or DV categories.**

The numbers in these four categories should add up to the total number of clients served during FY 2007-2008. Persons cannot be counted in more than one category. Please submit client data electronically by July 31, 2008. Failure to adhere to this reporting requirement may result in the suspension of grantee funding.

If you have questions regarding the annual reporting requirements or other concerns regarding the Emergency Shelter Grants Program, please contact Michael Leach, Homeless Programs Coordinator, at 919-715-5850.

Sincerely

Zack Hamlett

ZH/ML

Enclosure

cc: Hunter Thompson

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